

TO: Town Board

FROM: Lisa Potswald

DATE: August 21, 2015

RE: **Interim Town Administrator's Report**  
August 8, 2015 through August 21, 2015

1. **Accomplished/completed** the following:

- All Department Head performance evaluations and job description reviews are completed.
- Completed draft Contract and Purchasing Policies and Procedures for Town Board consideration – see attached.
- History of how the Town came to hire a Town Administrator was passed out to you.
- At Michael's recommendation, I drafted a survey to be sent to airport users designed to measure their thoughts about the facilities and services, as well as exploring the possibility of a new terminal building with them. I am waiting for feedback on the survey from staff.

2. **Coming up/Working On**

- Capital equipment plan sheets are due from Department Heads to me on September 1. I intend to have a Capital Equipment Plan draft for staff review by Friday, September 4.
- EMS Service Program – research and draft proposal to do
- Town Board Policies and Procedures – a book of past policies and procedures was kept up to about 2005, but has not been updated since then. Town Hall staff met to discuss how to update and maintain – more to follow.

3. **Town Board Agenda – More Information/Comments**

None

4. **Grant Report**

Nothing to report

5. **Other Comments**

None

Cc: Department Heads  
Micaela  
Waggie